



Willows Library Board of Trustees Special Meeting

Board of Trustees
Dan Gupton, President
Ardythe Brandon, Vice-President
Kristel Bettencourt, Secretary
Brian Ramos, Trustee
Matt Busby, Trustee

June 11, 2026
Willows Civic Center, Eubanks Room
11:00 AM

201 North Lassen Street
Willows, CA 95988
(530) 934-5156

Agenda

City Librarian
Christine Watson

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PUBLIC COMMENT & CONSENT CALENDAR FORUM

The Public Comment Forum is an opportunity to address the Board of Trustees on any matter for which another opportunity to speak is not provided on the agenda, and which is within the purview of the Willows Library Board to resolve. Any interested members of the public wishing to communicate with the Board of Trustees may do so by contacting the Board President at the beginning of the meeting. For questions about any agenda items, please contact Christine Watson, City Librarian, cwatson@cityofwillows.org.

a. Minutes Approval

Recommended Action: Approve the April 20, 2026, meeting minutes.

5. DISCUSSION & ACTION CALENDAR

All matters on the Discussion & Action Calendar will be discussed and acted on individually. Individuals wishing to speak on any of these items should request to be acknowledged by the Board President. Comments should be directed to the Board of Trustees and are limited to three minutes. By law, the Board of Trustees cannot discuss or take action on items not listed on the posted agenda.

a. City Librarian Update

Recommended Action: Discuss the achievements and goals for the Willows Public Library for the next 60 days.

b. Summer Reading Programming

Recommended Action: Approve use of \$1,100 from the trust funds to purchase the Joshua Ray and petting zoo summer programs.

c. Public Computer Update

Recommended Action: Authorize the reimbursement to the City of Willows from the Library Trust Fund for 50% of the cost of purchasing five (5) replacement library computers, in an amount not to exceed \$3,500.

d. **Trust Fund Interest Rate**

Recommended Action: Discuss the information from the City of Willows which defined the trust fund interest rates for the King and McDole trust funds.

e. **Library Board Officers**

Recommended Action: Approve the election of Library Board of Trustee officers.

6. **COMMENTS & REPORTS**

a. Friends of the Willows Public Library Report

b. Board of Trustees Comments & Reports

10. **ADJOURNMENT**

This agenda was posted on June 5, 2026.

Christine Watson, City Librarian

In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). The public should contact the City Clerk's office at (530) 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the city to make reasonable arrangements to ensure accessibility to this meeting.

The City of Willows is an Equal Opportunity Provider.



PUBLIC COMMENT & CONSENT CALENDAR FORUM

Willows Library Board Special Meeting

April 20, 2026 – 10 AM

Meeting Minutes

Civic Center – Eubank Room

201 N. Lassen Street, Willows, CA

Roll Call: Brandon, Bettencourt, Ramos, Busby, C. Watson (Library Director)

Approve Meeting Minutes, February 12, 2026

Bettencourt made a motion to approve, Ramos seconded, all approved

Discussion/Action:

5, A) use of trust funds up to \$7500.

C. Watson doesn't want to use trust funds at this time for these items. All agreed.

- C. Watson said the public wants to print off standard PCs, not via flash drives.

- C. Watson said Carnegie grant of \$10,000 will be used for infrastructure. More funds will be required, though.

B) Wild Things- C. Watson said they didn't reply to emails & voicemails, and doesn't want to use them for the Summer Program.

This summer's theme is "Plant a Seed & Read

Events: a) Farmers Day

b) Magician

c) Petting Zoo

Items b & c estimated cost \$1,100. Will request the board to provide funds

C) Parking Lot.

- Left front door is broken

- C. Watson said parking the parking lot upgrade later is later this year.

Ramos commented that the stripes are worn, and handicapped parking markings are worn.

Board Comments:

Busby requested that board members attend the City Finance Measure I meeting, this coming Wednesday, at 5:30.

Adjourned 10:50

Next Meeting June 11, 2026



DISCUSSION & ACTION CALENDAR



Date: June 11, 2026
To: Library Board of Trustees
From: Christine Watson City Librarian
Subject: Willows Public Library Update

Recommendation:

Discuss the achievements and goals for the Willows Public Library for the next 60 days.

Rationale for Recommendation:

Regular updates given to ensure the Willows Library Board of Trustees are aware of the progress and needs of the City Librarian in regard to library strategic planning.

Background:

The City Librarian informed board members of the status of several state grants for Willows Public Library (WPL). Additionally, the City Librarian informed the board of library data and the hire of the Children's Librarian position. Additionally, programming information and data were reviewed as well as the current needs of the library.

Discussion & Analysis:

The City Library will inform the members of the board on the status of grants, library data, as well as goals for the next 60 days.

Fiscal Impact:

There is no fiscal impact by discussing the progress and goals of the Willows Public Library.

Attachments:

- Attachment 1: Library Update Slides



LIBRARY UPDATE

April & May 2026



GRANTS

• •

Pilcrow Grant - Fully Finalized **Rural Health Connections** -

- 2nd program completed
 - Very low attendance from local seniors
- 3rd program under revision

EmPOWERing Access - light table & Charlie Cart (mobile kitchen)

2026-2027 Zip Grant - Applied

2026-2027 CLLS Grant - Applied

• •



ZIP BOOKS



CALIFORNIA
STATE LIBRARY

ZIP BOOK GRANT

\$ 966.14 Left to spend \$ 3,785.86 spent so far

Goals: Speakers = 16 (Apr 13)

Seniors = 21 (Apr 14)

New Users = 37 (Apr 24)

19 days to spend remaining funds



OTHER ACCOMPLISHMENTS



- 01 Participated in 2026 One Book One Coast
- 02 2026 National Library Week Programming & Advocacy
- 03 Participated in 2026 Lamb Derby Parade
- 04 Attended CLLS Orientation with GCOE
- 05 Finalized Summer Reading Programming Preparation
- 06 Completed Deselection for Juvenile Nonfiction



SRP 2026

DATE

June 9 - August 4

SUBJECT

Willows Summer Reading

PRIZES

3 categories & 3 winners each
0 Years - 5th grade
6th grade - 12th grade
Adults

DONORS SO FAR

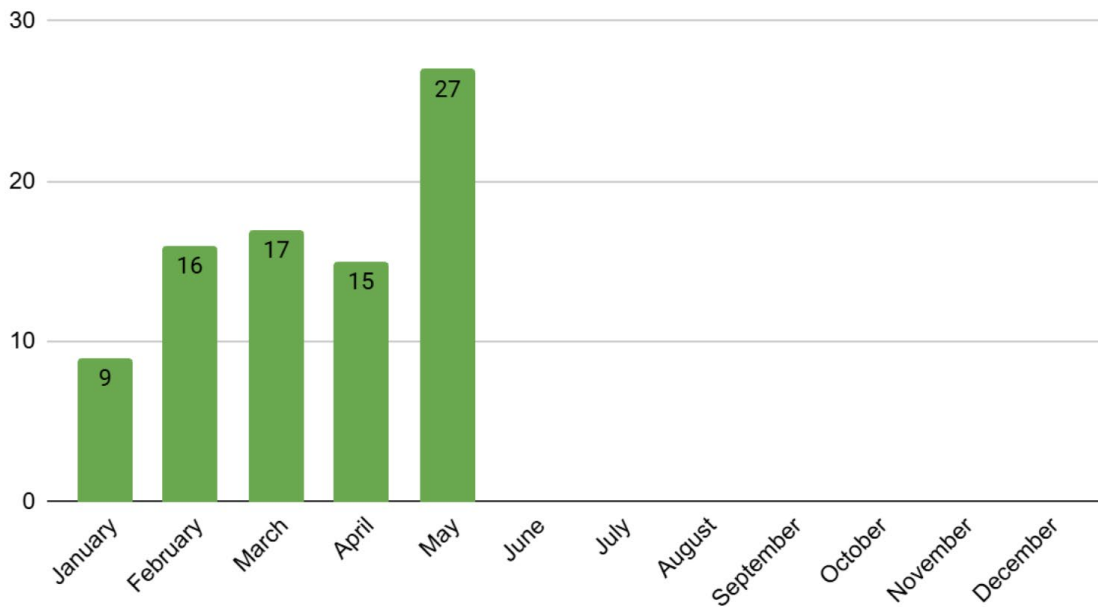
Glenn County Quality Counts
Sierra Nevada Cheese Co.
Papa Murphys
Ace Hardware

PROGRAMS

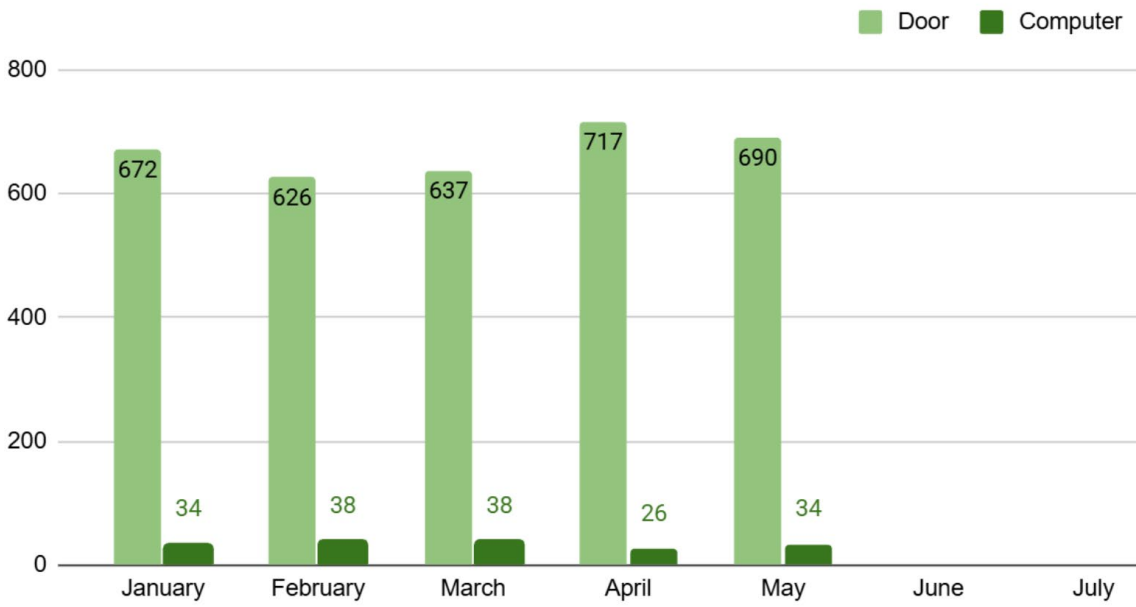
- Magician - in person
- Petting Zoo - in person
- Farm Bureau - in person
- Seed Library - passive
- Recipe Exchange - passive
- Garden Table - passive
- Summer Spice Series - passive



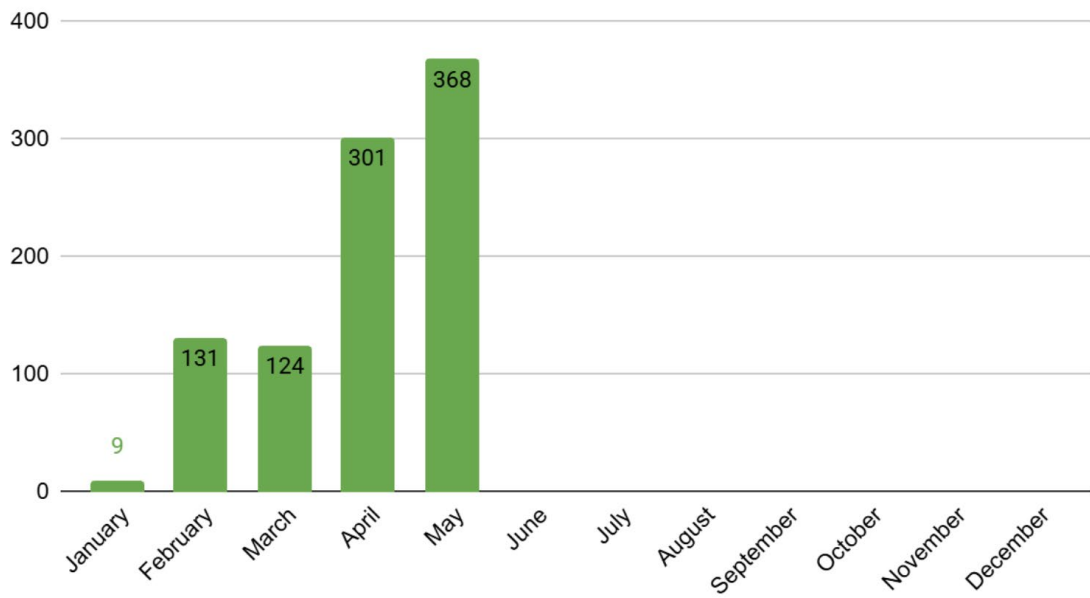
New Patrons



Door and Computer



Acquisitions





Library	July	August	September	October	November	December	January	February	March	April	May	June	Annual Total
Door Count	704	795	657	744	480	537	672	626	637	717	690		7259
Public Computer Use	28	45	53	38	38	27	34	38	38	26	34		399
New Library Card	9	14	10	11	8	15	9	16	17	15	27		151
Items Added to Collection	138	1	40	130	136	5	9	131	125	301	368		1384
Program Participants	0	14	53	78	64	30	108	73	153	163	187		923
Programs	7	6	9	13	7	9	9	7	10	14	15	16	122
Physical Collection (Circulation)	723	704	643	698	445	447	658	505	531	697	628		6679
Zip Books (Circulation)	0	0	0	10	20	21	21	19	18	28	32		169
Ebooks (Circulation)	304	306	290	318	268	281	298	255	278	251	245		3094
Total Circulation	1027	1010	933	1026	733	749	977	779	827	976	905	0	9942



Date: June 11, 2026
To: Library Board of Trustees
From: Christine Watson City Librarian
Subject: Summer Reading Programming

Recommendation:

Approve use of up to \$1,100 from the trust funds to purchase the Joshua Ray and All About a Farm summer programs.

Rationale for Recommendation:

The library does not currently have any budget to support any programming. All programs are funded through donation accounts and grant opportunities.

Background:

Staff have stated throughout the year that the lack of a program budget was hindering their ability to afford programming for children, teens, and adults. Increases and modifications to the library budget for programs were addressed in the conversations around the 2026-2027 budget request with the City of Willows Finance Department and City Manager. The City Librarian is requesting the Library Board of Trustees to approve \$1,100 from the McDole and/or King's trust funds to bring the Joshua Ray, Magician and All About a Farm petting zoo to Willows for summer reading.

Discussion & Analysis:

The Board will vote to approve this plan to allocate not to exceed \$1,100 in trust funds to support library programming with Joshua Ray \$475 and All About a Farm \$575.

Fiscal Impact:

The fiscal impact to support this project would include \$1,100 from either trust fund account.

Attachments:

- Attachment 1: Joshua Ray Invoice
- Attachment 2: All About a Farm Quote

Quote

Community Event on 6/26/2026

Booked



Quote From: Joshua Ray
Submitted: 4/08/2026
✉ joshuaraymagic@gmail.com
📞 916 708 8001

[VIEW CONVERSATION](#)

QUOTE SUMMARY:

This quote is for 1 performer for the time period requested

RATE:	\$475.00	<i>for the time period requested</i>
NON-REFUNDABLE DEPOSIT:	\$100.00	<i>Due upon booking</i>
NON-REFUNDABLE BALANCE:	\$375.00	<i>Due 06/26/2026</i>
TOTAL AMOUNT:	\$475.00	

VENDOR NOTES:

Such a great event! Being an elementary educator, I am a book lover, and library advocate! I would love to chat with you more about this event to see if it would be a good fit! When is a good time to chat? Let me know and I will hop on a call! Thanks for supporting live magic!

Booking: Successful



Joshua Ray
on 4/13/2026

Your prior payments:

\$100.00 Deposit Paid on 4/13/2026

\$375.00 Balance Paid on 4/13/2026

Booking Is Better On The Bash

Ready to book? Just look for the blue "Book Now" button in your quote email or in your account. Book and pay to secure your booking and you'll be covered by **our booking benefits**. It's that easy!

Bring your celebration to life.

COMPANY

[About](#)[Our Guarantee](#)[Careers](#)[FAQs](#)

PLANNING

[Party Themes](#)[Event Inspiration](#)[Party Planning Tips](#)[Venues](#)

SISTER SITES

[The Knot](#)[The Bump](#)

CONTACT THE BASH

[Privacy Policy](#)[Terms Of Use](#)[Web Accessibility](#)[Your Privacy Choices](#)[CA Privacy](#)[Manage Your Preferences](#)[AI Terms](#)[AI Usage Policy](#)

Quote

Community Event on 7/14/2026

Accepting Quotes



Quote From: All About A Farm
 Submitted: 4/16/2026
 info@allaboutafarm.com
 7076741513

BOOK NOW

CONTACT VENDOR

QUOTE SUMMARY:

This quote is for 10 animals for the time period requested

RATE:	\$575.00	<i>for the time period requested</i>
NON-REFUNDABLE DEPOSIT:	\$75.00	
NON-REFUNDABLE BALANCE:	\$500.00	<i>Due 07/14/2026</i>
TOTAL AMOUNT:	\$575.00	

VENDOR NOTES:

Hi! We would love to attend your event! We have chickens, bunnies, goats, and ducks available for your petting pleasure! Please email us at info@allaboutafarm.com or send us a call/text at (707) 674-1513 to book. Check us out on our website, allaboutafarm.com, and follow ... [more](#)

BOOK NOW

Booking Is Better On The Bash

Ready to book? Just look for the blue "Book Now" button in your quote email or in your account. Book and pay to secure your booking and you'll be covered by **our booking benefits**. It's that easy!

Bring your celebration to life.

COMPANY

[About](#)[Our Guarantee](#)[Careers](#)[FAQs](#)

PLANNING

[Party Themes](#)[Event Inspiration](#)[Party Planning Tips](#)[Venues](#)

SISTER SITES

[The Knot](#)[The Bump](#)

CONTACT THE BASH

[Privacy Policy](#)[Terms Of Use](#)[Web Accessibility](#)[Your Privacy Choices](#)[CA Privacy](#)[Manage Your Preferences](#)[AI Terms](#)[AI Usage Policy](#)



Date: June 11, 2026
To: Library Board of Trustees
From: Christine Watson City Librarian
Subject: Public Computer Update

Recommendation:

Authorize the reimbursement to the City of Willows from the Library Trust Fund for 50% of the cost of purchasing five (5) replacement library computers, in an amount not to exceed \$3,500.

Rationale for Recommendation:

The library's public access computers are due for replacement to maintain reliable service for patrons. The City Librarian has identified cost savings of up to \$5,135.99 by purchasing computers on sale from Dell in the current fiscal year. Proceeding with the computer purchase now will ensure continued access to essential library services while achieving cost savings and avoiding potential price increases.

Background:

The library provides public access computers for community use, supporting services such as internet access, job searches, and educational activities. These computers are used regularly by patrons and are an important component of library operations. The current equipment is aged and has reached the end of its useful life, prompting staff to evaluate replacement options to ensure continued service reliability.

Discussion & Analysis:

Staff obtained a quote through M&I for Dell Slim Pro model workstations totaling \$10,775.70. In evaluating cost-saving alternatives, the City Librarian identified comparable Dell Slim model workstations available directly through Dell at a total cost of \$5,639.71 under current sale pricing, with a regular (non-sale) price of \$6,599.95 plus tax. While the M&I quote reflects the Dell Slim Pro model, which includes a five-year warranty, the Dell Slim model includes a four-year warranty and meets the operational needs of the library. Staff determined that the Dell Slim units provide sufficient performance and functionality for typical public access uses, including internet access, job searches, and educational activities.

Although the Slim Pro model offers an additional year of warranty coverage, the cost difference of over \$5,000 outweighs the added benefit of the extended warranty. The selected Dell Slim units provide a

cost-effective solution while maintaining adequate reliability and support for library operations. By selecting the Dell Slim model through the current sale, the city and library would realize a cost savings of approximately \$5,135.99 compared to the M&I quote, while still meeting library service needs. This approach allows the city and library to replace aging equipment in a fiscally responsible manner without compromising essential functionality. Should the current sale pricing expire, the regular pricing for the Dell Slim units still represents significant cost savings compared to the M&I quote.

Because the computers will be used to provide public access and library services, staff recommends utilizing Library Trust Fund resources to reimburse the City for 50% of the purchase cost, not to exceed \$3,500.

Fiscal Impact:

Approval of the recommended action will result in an expenditure from the Library Trust Fund of up to \$3,500 to reimburse the City for 50% of the cost of purchasing five (5) replacement library computers. The total computer purchase is not expected to exceed \$7,000.

Attachments:

- Attachment 1: Dell Computer Quote

Cart (5 items)

[Remove All Items](#) [My Saved Items](#)

Items

Quantity

Price



Dell Slim Desktop

[Save for later](#)

— +

[Remove items](#)

~~\$6,599.95~~

- \$1,350.00

\$5,249.95

[View details](#) ∨

Warranty & Support ∧

Includes a Basic Onsite Service after remote diagnosis with Hardware-Only Support, 48 Month(s)

Upgrade to ProSupport Plus with ProSupport and AD and KYHD with Technical Customer Success Mgr, 48 Month(s)


\$389.00 Per System

[Add To Cart](#)

Dell Recommended

[Show Details](#)

Delivery to 91909 ∨

 Free 2-Day delivery as soon as **Wednesday, May 13** if ordered by 2 PM CT tomorrow ⓘ



Date: June 11, 2026
To: Library Board of Trustees
From: Christine Watson City Librarian
Subject: Trust Fund Interest Rate

Recommendation:

Discuss the information from the City of Willows which defined the trust fund interest rates for the King and McDole trust funds.

Rationale for Recommendation:

The Library Board of Trustees has requested to review the interest rates for both the McDole and King trust funds managed by the City of Willows.

Background:

City staff were instructed by the City Manager in February & April of 2026 to focus their attention on preparing the 2026-2027 budget and hold off on any reporting until the new budget is approved. Email correspondence took place between the Library Board of Trustee member and the City Manager about this request for information on several occasions. On May 6, 2026, the City Manager communicated electronically with Ardythe Brandon that the rate was 2.1% for both trust funds.

Discussion & Analysis:

The Library Board of Trustees will discuss the McDole and Francis King Trust Funds. These funds are held by the City on behalf of the Willows Public Library and are intended to support library services, programs, and materials for the benefit of library patrons.

Recent Board and staff communications have identified areas for clarification, including alignment with donor intent and fund management practices. This discussion is intended to provide clarity and direction for future consideration of Trust Fund expenditures.

Fiscal Impact:

There is no fiscal impact by discussing the interest rates of the McDole and Kings trust funds.



Date: June 11, 2026
To: Library Board of Trustees
From: Christine Watson City Librarian
Subject: Library Board Officers

Recommendation:

Approve the election of Library Board of Trustee officers.

Rationale for Recommendation:

Regular election of Board officers ensures continued leadership, organization, and effective governance of the Library Board of Trustees in accordance with established practices and policies.

Background:

The Library Board of Trustees annually elects officers to serve in leadership roles, including President, Vice-President, and Secretary. These officers are responsible for facilitating meetings, supporting adherence to governance procedures, and ensuring continuity in Board operations. Current officers have been serving in these roles during the previous term, and the Board will now consider nominations and appointments for the upcoming term.

Discussion & Analysis:

The Board will open nominations for each officer position and may nominate members for President, Vice-President, and Secretary. Following nominations, the Board will conduct the election in accordance with its standard procedures. The newly elected officers will assume their roles immediately or at the conclusion of the meeting, as determined by the Board.

Fiscal Impact:

There is no fiscal impact associated with the election of Board officers.



COMMENTS AND REPORTS